



**BOARD OF SELECTMEN
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876**

**TODD R. JOHNSON, CHAIRMAN
SCOTT WILSON, VICE CHAIRMAN
BRUCE PANILAITIS, Ph.D., CLERK
DAVID H. GAY
JAMES D. WENTWORTH**

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MEETING MINUTES FEBRUARY 3, 2015

Chairperson Todd Johnson called the meeting to order at 6:03 p.m. Present for the Board of Selectmen meeting were Scott Wilson, Vice Chair; Bruce Panilaitis, Clerk and Board Members David Gay and James Wentworth. Richard Montuori, Town Manager and Attorney Charles Zaroulis were also present.

Scheduled Items

Budget Presentation

The Chair opened the meeting and turned it over to the Town Manager. All department heads were present, except for Mr. Gilbert, who was working many hours over the recent snow storms. The Finance Committee will begin their process this week and will continue to meet every Thursday throughout the budget cycle. Tonight's presentation will only include the operating budget and will not include any capital improvements or water and sewer enterprise fund budgets.

FY2016 BUDGET PRESENTATION



APPROPRIATIONS:

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	PROJECTION	INC./DCR.
	BUDGET FY11	BUDGET FY12	BUDGET FY13	BUDGET FY14	BUDGET FY15	BUDGET FY16	OVER FY15
							PROJECTION
<u>USES OF FUNDING (AMOUNTS TO BE RAISED):</u>							
APPROPRIATIONS:							
GENERAL FUND BUDGET (Includes all TM R&A and Transfers)	76,857,296	84,086,624	86,538,364	88,301,155	92,515,499	94,629,970	2,114,471
TRANSFER TO ENTERPRISE FUNDS	299,978	296,089	281,485	268,721	263,794	253,724	(10,070)
RESERVE FOR APPROPRIATION	-	-	-	-	-	1,111,394	1,111,394
SPRING ATM ARTICLES, NON BUDGET R&A	36,100	36,600	34,987	38,776	40,305	-	(40,305)
SPRING ATM ARTICLES, TRANSFERS	2,940,678	171,252	1,748,255	2,980,713	3,079,163	-	(3,079,163)
SPRING STM ARTICLES, NON BUDGET R&A	-	-	-	-	-	-	-
SPRING STM ARTICLES, TRANSFERS	-	-	992,100	600,000	1,470,292	-	(1,470,292)
FALL STM ARTICLES, NON BUDGET R&A	-	1,300,000	275,292	277,858	271,521	-	(271,521)
FALL STM ARTICLES, TRANSFER	-	28,455	3,903,446	2,156,874	4,039,396	-	(4,039,396)
TOTAL APPROPRIATIONS	80,134,052	85,919,020	93,773,929	94,624,097	101,679,970	95,995,088	(5,684,882)
CHERRY SHEET OFFSETS	45,615	48,181	45,497	45,156	54,616	54,616	-

- Total appropriation \$94,629,970 increase of \$2,114,471 over FY15 approved budget.

- \$2.1M is an increase in exempt debt and increase of town and school budget. Split is the same at 60/40. The school increased \$1.7M (mostly due to fees with Essex Agricultural and Shawsheen Technical schools). The town budget increased \$1.1M which will be included in this presentation
- Transfer to enterprise funds in the amount of \$253,724 is for prior sewer debt
- \$1,111,394 is a Town and School for new line item due to contract negotiations
- Total appropriations for FY16 is \$95,995,088
- Large difference in FY15 appropriations number and projected FY16 appropriations is due to FY15 bottom line includes all actions from town meeting, i.e. transfers to and from all funds
- Total budget projected for FY16 is \$99,256,168

FY2016 BUDGET PRESENTATION



APPROPRIATIONS (cont.):

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	PROJECTION	INC./DCR.
	BUDGET FY11	BUDGET FY12	BUDGET FY13	BUDGET FY14	BUDGET FY15	BUDGET FY16	OVER FY15
							PROJECTION
OTHER LOCAL EXPENDITURES							
OVERLAY RESERVE	993,008	629,408	809,814	878,401	865,819	700,000	(165,819)
OVERLAY DEFICITS	-	-	-	-	-	-	-
TAX TITLE	-	-	77,054	-	25,000	-	(25,000)
OTHER LOCAL EXPENDITURES / DEFICITS:	-	-	-	-	-	-	-
DEBT NOT APPROPRIATED	69,980	-	58,896	-	-	-	-
FINAL JUDGEMENTS	-	-	-	-	-	-	-
REVENUE DEFICIT	-	-	-	-	-	-	-
SNOW / ICE DEFICIT	437,066	690,459	-	466,995	-	-	-
PROJECTED SNOW / ICE REIMBURSEMENT	-	-	-	-	-	-	-
TEACHER SALARY DEFERRAL #1	-	-	-	-	-	-	-
TEACHER SALARY DEFERRAL #2	1,159,999	1,040,000	953,332	866,663	779,994	693,318	(86,676)
OTHER - MEDICARE/UNEMPLOYMENT	-	-	-	-	-	-	-
OTHER - UNFORESEEN CHARGES/ASSESSMENTS	210,226	-	-	-	-	-	-
TOTAL OTHER LOCAL EXPENDITURES	2,870,279	2,359,867	1,899,096	2,212,059	1,670,813	1,393,318	(277,495)

- Overlay reserve is currently based on standard formula with current tax rate, and will likely change from \$700,000 as FY15 is a revaluation year for all home values
- Teacher Salary Deferral \$693,318 this will run through the year 2022

FY2016 BUDGET PRESENTATION



APPROPRIATIONS (cont.):

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	PROJECTION	INC./DCR.
	BUDGET FY11	BUDGET FY12	BUDGET FY13	BUDGET FY14	BUDGET FY15	BUDGET FY16	OVER FY15
							PROJECTION
STATE AND COUNTY CHARGES							
RETIRED EMPLOYEES HEALTH INSURANCE	-	-	-	-	-	-	-
RETIRED TEACHERS HEALTH INSURANCE	-	-	-	-	-	-	-
MOSQUITO CONTROL PROJECTS	55,860	56,200	60,180	63,132	64,207	70,628	6,421
AIR POLLUTION DISTRICTS	8,413	8,626	8,621	8,963	9,005	9,906	901
RMV NON-RENEWAL SURCHARGE	25,120	22,240	24,360	24,020	27,760	30,536	2,776
REGIONAL TRANSIT	222,701	228,268	233,976	239,825	245,821	270,403	24,582
SPECIAL EDUCATION	8,074	6,069	-	-	-	-	-
SCHOOL CHOICE	7,500	5,000	14,900	5,000	15,000	16,500	1,500
CHARTER SCHOOL ASSESSMENT	766,174	819,992	993,590	1,123,245	1,286,521	1,415,173	128,652
ESSEX COUNTY TECH. INSTITUTE SENDING TUITION	61,448	61,359	87,325	100,425	-	-	-
ADDITIONAL COUNTY ASSESSMENT	-	-	-	-	-	-	-
TOTAL STATE AND COUNTY CHARGES	1,155,290	1,207,754	1,422,952	1,564,610	1,648,314	1,813,145	164,831
TOTAL USES OF FUNDING	84,205,236	89,534,822	97,141,474	98,445,922	105,053,713	99,256,168	(5,797,545)

- State and county charges increased 10% is a projection only
- Biggest part of this allocation is the charter school assessment at \$1.4M in FY16
- Total appropriations for FY16 is \$99,256,168

FY2016 BUDGET PRESENTATION



SOURCES OF FUNDING :

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	PROJECTION	INC./DCR.
	BUDGET FY11	BUDGET FY12	BUDGET FY13	BUDGET FY14	BUDGET FY15	BUDGET FY16	OVER FY15
							PROJECTION
PROPERTY TAXES 2 1/2 LEVY LIMIT	51,841,268	54,107,392	56,363,352	58,640,236	60,933,539	63,555,127	2,621,587
ADD 2.5% GROWTH	1,296,032	1,352,685	1,409,084	1,466,006	1,523,338	1,588,878	65,540
NEW GROWTH	970,092	903,276	867,800	827,297	1,098,249	800,000	(298,249)
TOTAL PROPERTY TAXES	54,107,392	56,363,352	58,640,236	60,933,539	63,555,127	65,944,005	2,388,878
ADD DEBT EXCLUSION	2,023,563	7,370,321	7,730,981	7,611,775	7,891,361	8,245,844	354,483
TOTAL PROPERTY TAXES - LEVY LIMIT	56,130,955	63,733,673	66,371,217	68,545,315	71,446,488	74,189,849	2,743,361
TOTAL PROPERTY TAXES - LEVIED	56,110,277	63,705,636	66,234,396	68,530,647	71,444,252	74,189,849	2,745,596
EXCESS LEVY CAPACITY	20,677	28,037	136,822	14,668	2,235	-	-

- Revenue tax levy will increase 2.5% and will add new growth in the amount of \$800,000 for a total of \$65,944,005 in total property taxes
- Total revenue projections for FY16 is \$74,189,849

FY2016 BUDGET PRESENTATION



SOURCES OF FUNDING (cont.):

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	PROJECTION	INC./DCR.
	BUDGET FY11	BUDGET FY12	BUDGET FY13	BUDGET FY14	BUDGET FY15	BUDGET FY16	OVER FY15
STATE ESTIMATED REVENUES:							
CHAPTER 70 - SCHOOL AID	12,251,726	12,317,499	12,472,939	12,566,614	12,727,415	12,727,415	-
CHARTER TUITION ASSESSMENT REIMBURSEMENT	368,312	208,012	267,148	251,241	321,838	321,838	-
CHAPTER 71 - SCHOOL TRANSPORTATION	-	-	-	-	-	-	-
SCHOOL LUNCH - OFFSET	17,566	19,621	19,060	18,674	18,421	18,421	-
UNRESTRICTED GENERAL FUND AID	2,354,150	2,183,935	2,354,150	2,409,797	2,476,625	2,476,625	-
LOTTERY	-	-	-	-	-	-	-
GEN FUND SUPPLEMENTAL TO HOLD HARMLESS LOTTERY	-	-	-	-	-	-	-
POLICE CAREER INCENTIVE	17,789	-	-	-	-	-	-
VETERANS' BENEFITS	116,455	140,668	161,634	223,279	247,596	247,596	-
EXEMPTIONS, VETERANS, BLIND AND SURVIVING SPOUSES	103,558	180,656	98,793	96,923	103,736	103,736	-
STATE OWNED LAND	139,604	144,597	144,644	147,504	184,578	184,578	-
ELDERLY EXEMPTIONS	-	-	-	-	-	-	-
PUBLIC LIBRARIES - OFFSET	28,049	28,560	26,437	26,482	36,195	36,195	-
OTHER - CHERRY SHEET OVERESTIMATE	-	-	-	-	-	-	-
OTHER - MISC STATE REVENUE	-	-	-	-	-	-	-
STATE FISCAL STABILIZATION FUND (ONE TIME)	-	170,215	-	-	-	-	-
TOTAL STATE ESTIMATED REVENUES	15,397,209	15,393,763	15,544,805	15,740,514	16,116,404	16,116,404	-

- State aid is projected to be level funded; not anticipating any increases
- Continue to hope Governor Baker will continue his commitment to not cut state aid

FY2016 BUDGET PRESENTATION



SOURCES OF FUNDING (cont.):

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	PROJECTION	INC./DCR.
	BUDGET FY11	BUDGET FY12	BUDGET FY13	BUDGET FY14	BUDGET FY15	BUDGET FY16	OVER FY15
LOCAL ESTIMATED REVENUES:							
MOTOR VEHICLE EXCISE	3,414,843	3,819,982	3,920,582	4,237,760	3,704,073	3,751,068	46,995
OTHER EXCISES (HOTEL/MOTEL AND BOAT EXCISE)	487,345	740,077	690,015	844,692	645,941	645,941	-
MEALS TAX	-	252,800	499,179	573,001	515,701	529,294	13,593
PENALTIES & INTEREST	354,301	512,937	438,807	461,019	401,417	427,766	26,349
P.I.L.O.T.	26,340	23,582	7,952	22,176	7,157	21,644	14,487
CHARGES FOR SERVICES - AMBULANCE	860,642	830,305	930,656	922,608	825,347	874,782	49,435
FEES	605,865	619,416	632,755	922,936	608,412	608,412	-
RENTALS	494,754	533,125	480,608	452,418	407,175	407,175	-
DEPARTMENTAL REVENUE-LIBRARY	-	-	-	-	-	-	-
DEPARTMENTAL REVENUE-CEMETERY	-	-	-	-	-	-	-
OTHER DEPARTMENTAL REVENUE	39,182	214,374	66,618	353,669	39,490	49,560	10,070
LICENSES & PERMITS	562,504	644,841	663,299	759,883	645,500	647,129	1,629
FINES & FORFEITS	112,779	139,233	110,599	101,338	91,204	101,338	10,134
INTEREST EARNINGS	34,486	71,061	97,932	36,031	32,428	32,428	-
MISC. STATE AND OTHER REVENUE	-	-	-	-	-	-	-
RECURRING REVENUE	492,678	576,997	403,818	274,147	246,733	246,733	-
NON RECURRING REVENUE	202,092	289,252	250,638	332,377	-	-	-
TOTAL LOCAL ESTIMATED REVENUES	7,687,811	9,267,982	9,193,457	10,294,055	8,170,578	8,343,270	172,692

- Local revenue increased in the amount of \$172,692 from FY15 and projected total is \$8,343,270 for FY16

FY2016 BUDGET PRESENTATION



SOURCES OF FUNDING (cont.):

	ACTUAL BUDGET FY11	ACTUAL BUDGET FY12	ACTUAL BUDGET FY13	ACTUAL BUDGET FY14	APPROVED BUDGET FY15	PROJECTION BUDGET FY16	INC./DCR. OVER FY15 PROJECTION
OTHER AVAILABLE FUNDS:							
SEWER RATE RELIEF	-	-	-	-	-	-	-
LICENSING & KEEPING OF DOGS	-	-	-	-	-	-	-
WETLAND PROTECTION FUND	-	-	-	-	-	-	-
FREE CASH SPRING TOWN MEETINGS	-	-	2,163,059	-	600,000	-	(600,000)
FREE CASH FALL TOWN MEETING	-	-	3,028,466	1,683,494	4,039,396	-	(4,039,396)
FREE CASH TO REDUCE THE TAX LEVY	1,100,000	1,366,000	-	466,995	-	-	-
TEACHER SALARY DEFERRAL #1	-	-	-	-	-	-	-
TEACHER SALARY DEFERRAL #2	1,039,999	953,331	866,663	779,994	693,323	606,646	(86,677)
OVERLAY SURPLUS	775,000	-	125,000	35,000	25,000	-	(25,000)
STABILIZATION FUND	-	500,000	-	1,343,713	1,775,455	-	(1,775,455)
WATER ENTERPRISE RETAINED EARNINGS	-	-	742,365	1,250,000	875,000	-	(875,000)
SEWER ENTERPRISE RETAINED EARNINGS	1,437,375	-	236,931	155,000	329,000	-	(329,000)
COMMUNITY PRESERVATION FUND	1,539,403	36,600	684,987	1,279,656	985,305	-	(985,305)
OTHER AVAILABLE FUNDS	75,000	378,707	-	29,500	-	-	-
MISC. REVENUE FUNDS	-	-	-	-	-	-	-
BUDGET/ARTICLE TRANSFERS	-	-	-	-	-	-	-
ENTERPRISE ALLOCATIONS	-	-	-	-	-	-	-
TOTAL OTHER AVAILABLE FUNDS	5,966,777	3,234,638	7,847,471	7,023,352	9,322,479	606,646	(8,715,833)
TOTAL SOURCES OF FUNDING	85,162,074	91,602,019	98,820,129	101,588,568	105,053,713	99,256,168	(5,797,545)
SURPLUS (DEFICIT)	956,839	2,067,197	1,678,655	3,142,645.98	-	-	-

- Other available funds of \$606,646 is for teacher deferral; difference is paying back \$80,000 each year and payments will end in the year 2022

FY2016 BUDGET PRESENTATION



Summary Expenditures and Revenues

	ACTUAL BUDGET FY11	ACTUAL BUDGET FY12	ACTUAL BUDGET FY13	ACTUAL BUDGET FY14	APPROVED BUDGET FY15	PROJECTED BUDGET FY16
USES OF FUNDING (AMOUNTS TO BE RAISED):						
APPROPRIATIONS:	80,134,052	85,919,020	93,773,929	94,624,097	101,679,970	95,995,088
CHERRY SHEET OFFSETS	45,615	48,181	45,497	45,156	54,616	54,616
OTHER LOCAL EXPENDITURES	2,870,279	2,359,867	1,899,096	2,212,059	1,670,813	1,393,318
STATE AND COUNTY CHARGES	1,155,290	1,207,754	1,422,952	1,564,610	1,648,314	1,813,145
TOTAL USES OF FUNDING	84,205,236	89,534,822	97,141,474	98,445,922	105,053,713	99,256,168
SOURCES OF FUNDING:						
PROPERTY TAXES	54,086,714	56,335,315	58,503,414	60,918,872	63,552,891	65,944,005
DEBT EXCLUSION	2,023,563	7,370,321	7,730,981	7,611,775	7,891,361	8,245,844
STATE ESTIMATED REVENUES:	15,397,209	15,393,763	15,544,805	15,740,514	16,116,404	16,116,404
LOCAL ESTIMATED REVENUES:	7,687,811	9,267,982	9,193,457	10,294,055	8,170,578	8,343,270
OTHER AVAILABLE FUNDS:	5,966,777	3,234,638	7,847,471	7,023,352	9,322,479	606,646
TOTAL SOURCES OF FUNDING	85,162,074	91,602,019	98,820,129	101,588,568	105,053,713	99,256,168
SURPLUS (DEFICIT)	956,839	2,067,197	1,678,655	3,142,646	-	-

FY2016 BUDGET PRESENTATION



Budgets	FY2012	FY2013	FY2014	FY2015	FY2016	BUDGET
	EXPENDED	EXPENDED	EXPENDED	BUDGETED	TM REC	INC/DEC
Town Budget	83,881,978	86,810,814	86,636,094	92,515,499	94,629,970	2,114,470
Total School Budget	43,834,575	45,212,694	44,021,118	48,590,759	49,619,386	1,028,626
Total Exempt School Debt	2,733,695	3,122,688	3,087,786	3,033,099	3,217,099	183,999
Shawsheen Tech	5,470,783	5,625,001	5,970,959	5,838,185	5,838,000	(185)
Essex North Shore Agricultural and Tech. School District	-	-	-	154,107	160,271	6,164
Total Town Budget	27,509,348	28,575,673	29,302,203	30,294,881	31,020,193	725,312
Total Exempt Town Debt	4,333,577	4,274,758	4,254,029	4,604,468	4,775,021	170,553

FY2016 BUDGET PRESENTATION



General Government Budget Increase: 725,312

General Fund Budget Classification	FY2012	FY2013	FY2014	FY2015	FY2016	BUDGET
Budget Summary	EXPENDED	EXPENDED	EXPENDED	BUDGETED	TM REC	INC/DEC
Total General Government	1,292,735	1,337,910	1,067,324	1,079,279	1,096,222	16,942
Total General Government Net Allocations	1,270,731	1,316,708	1,047,784	1,059,213	1,075,644	16,430
Total Finance Department	962,133	892,711	1,092,257	1,152,290	1,133,014	(19,276)
Total Finance Department Net Allocations	891,475	827,767	1,015,811	1,055,798	1,034,272	(21,526)
Total Community Services	405,568	488,896	541,773	546,049	549,790	3,741
Total Council on Aging Budget	195,043	233,988	249,144	224,815	252,905	28,090
Total Facilities	116,616	130,971	145,250	130,681	131,521	840
Total Library Budget	854,480	913,734	939,394	961,660	1,021,866	60,206
Total Planning and Development	667,204	696,604	736,200	758,182	757,795	(387)
Total Planning and Development Net Allocations	649,609	691,522	730,811	752,769	757,795	5,026
Total Public Safety Budget	10,105,539	10,478,697	10,825,508	10,931,842	11,028,921	97,079
Total DPW Budget	4,396,112	4,917,092	5,236,785	4,880,064	5,110,128	230,065
Total DPW Budget Net Allocations	3,987,078	4,467,644	4,769,498	4,430,459	4,508,703	78,244
Town Unclassified Budget Minus Exempt Debt	9,662,739	9,698,727	9,777,298	10,985,733	11,457,081	471,349
Town Unclassified Budget Net Allocations Minus Exempt Debt	9,033,209	9,025,747	9,037,231	10,201,594	10,658,777	457,182
Town Exempt Principal Debt	2,208,590	2,341,421	2,292,643	2,718,005	2,960,043	242,037
Town Exempt Interest Debt	2,124,987	1,933,336	1,961,386	1,886,463	1,814,978	(71,484)
Total Town Budget	32,991,746	34,064,087	34,864,960	36,255,062	37,314,264	1,059,202
Total Town Budget net Allocations	31,842,925	32,850,431	33,556,231	34,899,349	35,795,214	895,865

- The following slide showed the breakout summary detail of the increases; these were requests by the departments as priorities and most were addressed

FY2016 BUDGET PRESENTATION



General Government Budget Increase: 725,312

Summary General Government Major Changes/Increases:

Salary Increase: New staff, longevity and step Increases: Cost Increase: 128,997

- Traffic Safety Officer : 61,856
- Firefighter: 56,448
- Teen Librarian: 43,122
- COA Part-time Outreach Coordinator: 12,480
- Nurses Hours increased 3 hours per week: 4,268
- 2 Project Managers: 110,997
- Permit Tech: 42,763

There were other areas of Departments salaries that offset these costs as well as water and sewer allocations.

- Traffic officer has been a long time request from police department
- Firefighter will allow for a deputy move to day shift and have a Lieutenant focus on fire prevention
- Project managers are for Department of Public Works
- Permit Tech is for Building Department to be responsible for new development; a consultant was hired in the past, in-house staff work better for this type of review because of history/knowledge

FY2016 BUDGET PRESENTATION



General Government Budget Increase: 725,312

Summary General Government Major Changes/Increases:

Operating Increase:132,682

- Police: 53,428
- Fire: 10,107
- DPW: 51,651
- Library: 15,540
- COA: 13,380
- Solid Waste: 26,593

Unclassified Budgets Increase: 457,182

- Health Insurance 5% increase, 4% increase Medex and Dental: Increase: 216,109
- Retirement Increase , 4.48%: 236,646
- Insurance: Increase 7%: 23,302

Capital Outlay: 6,451

Allocations Increase: 163,336

- Police = computer networking needed (approximately \$27K); remaining increase to ammunition and new guidelines for training for active shooters (ALICE)
- Fire = mostly for maintenance to station buildings
- DPW = contract sweepers to help clean up after winter; filings for storm water permit, cost of tablets for engineers to take in the field for inspections
- Library = books and periodicals, building maintenance
- COA = cost of operating budget; and grants and fundraising will go to programs
- Solid waste = normal 1.5% increase of contract
- Unclassified is mostly for new hires and Middlesex retirement increase 4.48%

FY2016 BUDGET PRESENTATION



FY2015 Budget Highlights Priorities Not Funded

- Additional funding for books at the Library
 - Additional overtime in Police Department
 - Additional staffing and operating funds For DPW
 - Additional staffing BOH, COA and Town Manager's office
 - Capital Budgets
 - Education Funding for staffing and operating
- All continue to be priorities and will keep an eye on, but are not funded today
 - Superintendent will go into more detail on school priorities and additional funding; most increases are due to insurance for new field and concession stand
 - Only longevity and step increases are included for salary

FY2016 BUDGET PRESENTATION



FUTURE CONCERNS:

- State Aid and State and County charges
 - Need for new revenue
 - Unfunded Liabilities
 - Stabilization Fund Use and Replenishing
 - Capital Improvements
 - Snow and Ice Deficit
 - Bond Rating
- Need for new revenue as demands continue to increase for priorities and income cannot keep up; definitely think the town will need to have an override at some point
 - Unfunded liabilities, i.e. new signage requirements for traffic safety, retirement liability, etc.
 - Stabilization fund use is spending more than putting back in; amount of free cash will start to diminish—use needs to be watched
 - Need for capital improvements; schools, especially elementary schools, DPW building, roadways, drainage, sidewalks; and Center Fire Station and upkeep of all public buildings
 - Bond rating--didn't see an increase, hoping when borrow for water treatment plants this will not be affected

A few comments and questions from the Selectmen were noted. First, it was asked if the addition of a teen librarian would add to the waiver deficit. Mr. Montuori noted this is only for materials, such as books and periodicals.

A comment was made on the stabilization fund, as the town has operated in the past without it and now that funds are available, we need to remain diligent in squandering our savings. Everyone has worked hard to get this fund and we should continue to be responsible for continuing its growth.

Mr. Montuori noted he will continue to monitor snow and ice with the continuation of significant storms. This is an item that could be in trouble.

Police and Fire Chiefs are also concerned about the radio system. Currently it is manageable, but the system is aging. The town's technology infrastructure needs to be addressed in the next few years.

Lastly, Mr. Montuori reminded residents that the budget process is a year-long progression for the Selectmen, Town Departments, and the Finance Director—a daily process sometimes. The entire staff remains focused on this task.

Mr. Montuori thanked department heads for managing their budgets and attending tonight. The Selectmen comments were very positive, and all thanked the department heads for managing their numbers very well.

The Chair took a 5 minute recess at 6:58 p.m. The meeting returned at 7:04 p.m. Attorney Zaroulis entered the meeting for this portion.

National Grid

Mr. Bryan Hudock, Project Manager for National Grid's Merrimack Valley Reliability Project presented to the Selectmen. Several members from National Grid were also present for this discussion.

Mr. Hudock began by stating there has been allot of discussion about Kinder Morgan and that the project he is presenting on has nothing to do with the pipeline. He appreciated at the outset for all to maintain a focus on the project at hand.

The Merrimack Valley is amongst one of the fastest growing areas of electrical demand. There are several parts of the existing infrastructure that have potentially overloads on existing transmission lines. National Grid will create an investment of \$520M in this project across Massachusetts and New Hampshire. The project will start from Tewksbury and travel into Londonderry, New Hampshire. There will be minimal impact to the community and the environment as the project will use the existing transmission corridor. There is a local investment of approximately \$41M in Massachusetts. Once the project is completed, Tewksbury alone will benefit from annual tax revenue of \$338,000. Mr. Hudock showed a picture of the area of work. No additional land is required for the project. The project will relocate 59 structures and add approximately 20 new structures. The average height of these structures is 80 to 85 feet. Drawings of the proposed structure line-up were shown to the Selectmen. Currently the project is in its first phase, and National Grid is soliciting town and community input on the proposal. A Tewksbury community meeting will take place on the proposal, and advertising for this has been in the Town Crier. National Grid will also send a postcard to all abutters. Most of the communication is focused on abutters at this time. More information will be left at the Town Manager's office for further distribution. Northeast Utilities and National Grid have a good partnership and are working hard to bring resources together. Both have extensive experience in working with communities in this area. The Community Meeting will be held on Thursday, February 12 from 6:00-8:00 p.m. at the Tewksbury Senior Center. Mr. Bryan Hudock can be contacted at (781) 907-3131 or Ms. Shannon Baxevanis from Stakeholder Relations of National Grid can be contacted at (781) 907-3289

The Selectmen asked why Tewksbury was chosen. It was explained Tewksbury was chosen for its existing system. There were no downsides or any concerns of this project taking place in Tewksbury from National Grid's point of view.

The Selectmen asked how the construction would be handled as residents will want to know. Mr. Hudock explained the National Grid team's opinion is that it can be done with very little interruption in the area.

Mr. Hudock could not answer whether there would be a cost savings to residents as he does not work on the financial part of the customer side.

All structures will be within the existing right of way, and again it was noted the project is not seeking additional rights to property in Tewksbury.

As for new jobs, there is currently no commitment that residents of Tewksbury would receive precedent as the majority of work would be done by National Grid. The team would encourage residents to reach out and would also advertise locally where possible.

Any impact on the a current right of way for workers to bring in the new large structures would need to undergo a mitigation plan assessment with traffic studies, etc. This would be done to be sure all areas of concern are addressed.

The Selectmen also asked if it would be possible to look at underground transmission to create better aesthetics in the area. Mr. Hudock would take this back to the project team, but not sure if this would be possible. A visual consultant will be part of the team and all will take what is there now into account. A final proposal would be complete with before and after pictures.

It was noted that Tewksbury will benefit directly from this project and also from the other projects in the Wakefield, Woburn and Boston area routes.

Lastly it was asked if abutters should have any concerns about health issues or EMF (electromotive force) issues. The team stated there is nothing significant that has been proven from transmission sites on EMF, however, the team will have an expert analyze this project as it is developed.

Mr. Wilson has departed the meeting at 7:40 p.m.

National Grid and Verizon Pole Petition—Lake Street

Notified this hearing being rescheduled was read into the record. The petition is for National Grid and Verizon New England, Inc. to remove a tree guy at Pole #8 on Lake Street and install a new stub pole 8-84' across the street from the existing pole #8. Petition Plan No. 17825213 was attached to the public notice.

Mr. David Boucher, Senior Design Technician of National Grid was present for this hearing. He explained pole 8 is a tree currently so National Grid will remove the tree guy and install a new pole which is needed for support of the wires in this area of Lake Street. The pole would not be located in a public way. Mr. Boucher is not the engineer on this project, however neither the engineer nor any residents have had input on this petition since published. Mr. Montuori confirmed the Town Manager's office has not received any feedback on the matter.

MOTION: Mr. Wentworth made the motion to approve the installation of Pole #8 on Lake Street as presented in petition plan no. 17825213; seconded by Mr. Gay the motion carried 4-0.

Residents

Mr. Johnson opened the meeting up for public comment; no one present came forward to speak.

New Business

John Jarek—Disclosure by Municipal Employee: Snow Plowing

Mr. John Jarek, a non-elected official as a Tewksbury Reserve Patrolman is disclosing his contract to snowplow for the Tewksbury Department of Public Works. These services will be provided outside his normal working hours as a municipal employee, the services are not required as part of his regular duties as a municipal employee, and he will not be compensated for more than 500 hours during a calendar year. Senior Town Counsel finds the disclosure paperwork in order as presented.

MOTION: Mr. Panilaitis made the motion to accept the disclosure provided by Mr. John Jarek as presented; seconded by Mr. Gay and the motion carried 4-0.

Treasurer/Collector Odams—Redemption of 1010 Chandler Street

MOTION: Mr. Wentworth made the motion to approve the redemption of the foreclosed property located at 1010 Chandler Street as recommended by Kelly Odams, Treasurer/Collector; the town has received full payment and is able to add the property back to the tax receivable register; seconded by Mr. Panilaitis and the motion carried 4 to 0.

Tewksbury/Wilmington Elks—New Directors

The Selectmen's office received a change of officer's notification for the Tewksbury/Wilmington Lodge #2070 BPOE of USA, located at 777 South Street, Tewksbury, Massachusetts. The Board of Directors list will need to be updated with the office but this does not change the current license.

MOTION: Mr. Gay made the motion to approve the change of officers as presented for the Tewksbury/Wilmington Lodge #2070; seconded by Mr. Wentworth and the motion carried 4-0.

Town Manager

Annual and Special Town Meeting Warrant Dates

MOTION: Mr. Wentworth made the motion to open the Special Town Meeting Warrant effective immediately and close it on Friday, March 6, 2015 at 4:30 p.m.; Mr. Panilaitis seconded and the motion carried 4 to 0.

Elementary Schools—Statement of Interest

No action taken

Town Counsel Feeley Invoice—December 2014

MOTION: Mr. Gay made the motion to approve Town Counsel Feeley's December 2014 invoice in the amount of \$5,057.50 as recommended by the Town Manager; seconded by Mr. Panilaitis and the motion carried 4-0.

Senior Town Counsel Zaroulis Invoice—November and December, 2014

MOTION: Mr. Panilaitis made the motion to approve Senior Town Counsel's November 2014 invoice in the amount of \$9,660.00 as recommended by the Town Manager; seconded by Mr. Wentworth and the motion carried 4-0

MOTION: Mr. Wentworth made the motion to approve Senior Town Counsel's December 2014 invoice in the amount of \$7,210.00 as recommended by the Town Manager; seconded by Mr. Gay and the motion carried 4-0

Outstanding Minutes: January 13, 2015 (regular session); Board of Selectmen Clerk Minutes: January 10, 2015 (regular session)

Minutes for January 10, 2015 and January 13, 2015 will be presented at the next meeting.

Board Member Reports

David Gay

- LRTA met January 22 and the personnel subcommittee decided to give an administrator position to Mr. Scanlon, as well as a 3% raise for job well done. He has done a great job of increasing service in Tewksbury. The CFO was also bumped to deputy administrator position and will be compensated as such
- At a recent NMCOG meeting the guest speaker was Tewksbury's own Director of Community Development, Steve Sadwick; very good information presented and very proud of Steve's presentation!

Scott Wilson:

- Not present for reports, no report given

James Wentworth:

- CPC meet and had a discussion on the proposals for use of funds such as:
 - Long Pond clean-up as it would be a possible use of CPC funds to dredge the pond; the pond was 10-feet deep and now is 5-feet deep
 - Rail trails, good presentation
 - Sober house on Navillus Road did not meet requirements so no action was taken

Bruce Panilaitis:

- Town Center to meet still waiting for response on RFP
- EDC meet and discussed business breakfast; have 50 responses and will be to be held at the Tewksbury Country Club—focus will be efforts to improve Route 38
- Recognize the work of DPW with the ridiculous amount of snow, thank you!

Todd Johnson:

- Made comment to all town staff in these extraordinary weather circumstances and asked for the Town Manager to express the Selectmen's appreciation
- Trash collection also pushed back and is on the town website

The Selectmen will meet next on February 10, 2015 at 6:00 p.m. for interviews and then begin at 7:00 p.m. for a series of three meetings with state delegation. The Selectmen would like to change the process to give more individual time to each delegation member to meet with the board, as opposed to having them come as a panel. This is the first time for this type of meeting.

The Town Manager closed the meeting urging all residents to sign up for notifications on social media, and Code Red. Since the as the Town Hall closed yesterday due to weather; Mr. Montuori made the decision after consulting with public safety. Residents will get firsthand notification when these events occur if they are connected.

Adjournment

MOTION: Mr. Gay made the motion for the Board to adjourn at 8:06 p.m.;
Mr. Wentworth seconded, and the motion carried 4 to 0.

Approved by the Board of Selectmen on February 24, 2015